



**INVITATION FOR BID (IFB) No. PAG-004-21
SPLIT-TYPE AIR CONDITIONERS**

ADDENDUM NO. 1

DATE: May 14, 2021

ALL BIDDERS INTERESTED IN PARTICIPATING IN THIS SOLICITATION MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON AREA PROVIDED BELOW, AND RETURN COPY TO PAG PROCUREMENT OFFICE.

Fax: (671) 472-1439 or Email: Mark A. Cabrera macabrera@portofguam.com; Denise Calvo djcalvo@portofguam.com, Pia Castro pacastro@portofguam.com, and pagprocurement@portofguam.com

NOTICE TO OFFERORS: Attached are the following documents from the Pre-Bid Conference for the above referenced project.

1. Minutes of Pre-Bid Conference
2. Agenda for Pre-Bid Conference
3. Sign-In Sheet

***** END OF ADDENDUM NO. 1 *****

Issued by:

RORY J. RESPICIO

General Manager

Acknowledgement Receipt

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

DATE / TIME _____ / _____



PRE-BID MEETING MINUTES

IFB-PAG-004-21

SPLIT-TYPE AIR CONDITIONERS

DATE: MAY 13, 2021 START TIME: 10:00AM LOCATION: PAG PROCUREMENT FILE ROOM

Attendees: See attached Sign-In Sheet

Officiated by: Mark A. Cabrera, Buyer Supervisor and Denise Calvo, Buyer I

The Pre-Bid Conference began at 10:10a.m.

The meeting began with introductions. The attendees were advised to refer to the agenda that was distributed. The intent and purpose of the IFB with reference to the Description of the IFB and the purpose of the meeting was expressed, and Bidders were reminded of the following:

- **Deadline to Submit Bids: Friday, May 28, 2021, before or up until 2:00 P.M. Chamorro Standard Time** at Port Procurement Office 1ST floor PAG Administration Building. No late submittals will be accepted.
- **Required copies:** 1 original, 1 copies and 1 CD containing or USB containing electronic file copy in PDF format.
- **Deadline to submit all questions, concerns & clarifications: Tuesday, May 18, 2021, NO LATER THAN 5:00 p.m.** (CHamoru Standard Time) and addressed to: General Manager, Mr. Rory J. Respicio and Attn: Ms. Annie L.G. Sablan or send via fax to 472-1439.
- Written questions are strongly encouraged so the Port can provide proper responses in a form of an Amendment to the Invitation for Bid (IFB) and will be a part of the IFB and shall be distributed to all registered Bidders/Vendors.
- The importance of the Special Reminders Document and Required Forms was discussed with emphasis that failure to provide these documents at time of submittal can result in non-conformance (compliance).

Bidders/Vendors are reminded that PAG encourage all to register their contact information to ensure receiving any notices regarding any changes or updates to the IFB, and PAG shall not be liable for failure to provide notice to any party who did not register their contact information.

Bidders/Vendors are reminded that nothing stated at this Pre-Bid Conference shall change the IFB unless a change is made by written Amendment. Amendments will be provided to all registered Offerors only.

The meeting ended with reminders that all questions or concerns must be submitted in writing to the General Manager.

Pre-Bid Meeting adjourned at 10:29 a.m.

Prepared by: Denise Calvo

Attachment: Agenda and Sign-In Sheet



PRE-BID CONFERENCE AGENDA IFB-PAG-004-21 SPLIT-TYPE AIR CONDITIONERS

Date: May 13, 2021 Time: 10:00 a.m. Location: PAG Boardroom

I. **INTRODUCTIONS**

- PAG Representatives
- Others

II. **INTENT & PURPOSE**

The Port Authority of Guam (PAG) seeks a vendor/ offeror to provide the PAG with split-type air conditioners to maintain a comfortable essential working environment for the agency. The PAG has various buildings with numerous offices and spaces. These areas are maintained at a practical room temperature by Split-Type Air Conditioners for the employees occupying it to perform their duties in a safe environment and sensible environment. This meeting is to explain the requirements of this IFB and provide the potential Offeror's a better understanding of the solicitation process.

III. **DESCRIPTION OF BID**

This is for the delivery service of the ductless Split-Type Air Conditioners. This contract term will be for one year with an option to extend, if needed. If you have not obtained the IFB packet and registered, you may register and download IFB material, at no cost, from the Port's website: <https://portofguam.com/bids-and-rfps> .

IV. **IFB Requirements and Dates:**

- a. **Deadline to submit Questions & Concerns (Q&C): TUESDAY, MAY 18, 2021 – NO LATER THAN 5:00 P.M. CHST**, (CHamoru Standard Time) and addressed to: General Manager, Mr. Rory J. Respicio at rjrespicio@portofguam.com, and Attn: Ms. Annie L.G. Sablan at algsablan@portofguam.com. Send via fax to 472-1439.
- b. **Submission Deadline: FRIDAY, MAY 28, 2021 at 2:00 P.M. CHST** (CHamoru Standard Time), 1ST Floor of the Port Procurement Office Admin Bldg. NO LATE SUBMITTALS WILL BE ACCEPTED.
- c. **Required copies:** One (1) complete original, one (1) hard copy, one (1) copy in an electronic device (USB), or one (1) CD containing the complete proposal in PDF format.
- d. Special Reminders to Prospective Offerors, Special Provisions and required AG Forms for Submittal:
 - Form 002 - Affidavit Disclosing Ownership and Commissions
 - Form 003 - Affidavit re Non-Collusion
 - Form 004 - Affidavit Re No Gratuities/Kickbacks
 - Form 005 - Affidavit re Ethical Standards
 - Form 006 - Declaration re Compliance with U.S. DOL Wage Determination
 - Form 007 – Affidavit re Contingent Fees
 - Special Provisions: Restriction against Sex Offenders Employed by services providers to Government of Guam from working on Government property.
 - Business License

V. **REGISTERED OFFEROR**

A Registered Offeror is one who has registered with PAG Procurement Office. If you have not obtained the IFB packet and registered, you may register and download IFB material, at no cost, from the Port's website:

<https://portofguam.com/bids-and-rfps> .

REMINDERS:

1. All Questions and Concerns shall be submitted in writing and addressed to Port General Manager Mr. Rory J. Respicio at rjrespicio@portofguam.com and attention to Ms. Annie L.G. Sablan at algsablan@portofguam.com.
2. Nothing stated at this Pre-Bid Conference shall change the IFB unless a change is made by written Amendment (§3109(g)(4)). Amendments will be provided to all registered Offerors only.
3. An Addendum will be prepared and issued to all registered Offerors containing today's meeting minutes.

VI. **MEETING ADJOURNED.**

Time: 10:20 AM

Procurement Staff Initial: 

